



# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>019-CCFC</b>
ANALYST'S INITIALS	<b>DM</b>
DATE	<b>10/09/03</b>

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

2. CLASS TITLE <b>Assoc Gov't Program Analyst</b>	3. POSITION NUMBER <b>319-001-5393-900</b>	4. TENURE <b>PERMANENT</b>	5. TIME BASE <b>Full Time</b>	6. CBID <b>R01</b>
7. OFFICE OF <b>School Readiness Partnership</b>	9. LOCATION (CITY or COUNTY) <b>Sacramento</b>		13. MONTHLY SALARY <b>\$4111</b> <b>TO</b> <b>\$4997</b>	
8. SEND APPLICATION TO: <b>CA Children &amp; Families Commission</b> <b>501 J Street, Suite 530</b>  <b>Sacramento, CA 95814</b> <b>Attn: Gwen Atkins</b>		10. WORKING HOURS <b>MON - FRI, DAYS - 8:00 am - 5:00 p.m.</b>	11. PUBLIC PHONE NUMBER <b>(916) 323-2524</b>	
		12. CALNET NUMBER <b>(8)</b>	14. FILE BY <b>10/28/03</b>	

**THIS POSITION IS SUBJECT TO THE PROVISIONS OF BUDGET LETTER 3-17. THIS JOB OPPORTUNITY IS FOR SROA/SURPLUS EMPLOYEES ONLY. CONSIDERATION WILL BE GIVEN TO CURRENT EMPLOYEES WHO ARE IN THE CLASSIFICATION LISTED ABOVE OR WHO HAVE TRANSFER ELIGIBILITY TO THE CLASSIFICATION LISTED ABOVE.**

## ESSENTIAL FUNCTIONS

Under the direction of the School Readiness Partnership Office (SRPO) Administrator, the Associate Government Program Analyst will coordinate the School Readiness review and funding process, annual program and budget reports, and other contract processes in accordance with the State Contract Manual and First 5 California Children and Families Commission management guidelines by:

- Assisting with the applications and re-applications for the Request for Funding;
- Organizing the process for receiving, date stamping, logging and filing applications;
- Collaborating with an Education Programs Consultant in managing the Review Conferences, reviewer trainings, orientations, and information meetings

According to CCFC management guidelines, coordinate the screening of County applications to determine responsiveness to the Request for Funding and allocation amount for the School Readiness Program by:

- Managing the input of application data;
- Reviewing budgets for accuracy and appropriateness;
- Compiling and checking the results of the review process

Provide recommendations to the SRPO Administrator and Program Management Deputy Director and assist in policy development regarding the ongoing monitoring of School Readiness Programs to assess program progress and accountability and determine technical assistance needs.

Review applications, re-applications, annual progress and expenditure reports to track program changes and related fiscal issues to identify implementation barriers and appropriateness of allocation. Review and analyze revenue and expenditure data to identify current or potential problems for County Commission School Readiness Programs and the School Readiness Partnership Office. Review, compile, and analyze programmatic data in accordance with State Contract Manual and CCFC guidelines.

Create reports and make recommendations to management regarding fiscal and program policies in School Readiness and related projects to improve the program, ensure accountability, and simplify the process.



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Analyze policy briefs and research papers related to school readiness and related studies and make recommendations to the SRPO Administrator regarding best and promising practices. Compare and contrast program reports and studies and make recommendations to management to improve the program by incorporating evidence-based and promising practices.

Under the direction of the SRPO Administrator, Program Management Deputy Director and according to the State Contract Manual, develop and/or coordinate contracts for the School Readiness Partnership Office, including the administrative review of contracts, interagency agreements, memoranda of understanding (MOU's), and all manner of competitive bidding process to procure training and technical assistance services, facilities, and other products or services required for the office by:

- Developing technical requirements;
- maintaining contract documentation;
- developing and processing amendments and budget revisions;
- reviewing and processing invoices;
- monitoring contract expenditures and compliance; and
- reviewing contract goals and accountability assurances, and closing out contracts in a timely manner.

Develop and provide reports and presentations on the status of the School Readiness Program to First 5 CCFC management, County Commission representatives, State and local partners, and conference attendees to determine policy implications, generate partnerships and encourage dissemination of effective practices.

Analyze annual progress and expenditure reports, and report to the SRPO Administrator, according to the State Contract Manual and CCFC guidelines, on program strategies as they relate to cost and outcomes to determine 'Promising Practices.'

Provide site visits and other technical assistance and support on policies, program and fiscal inquiries, application processes, and general information to County Commissions and their local partners to assist counties with implementing and monitoring their School Readiness Programs.

## MARGINAL FUNCTIONS

Consult and participate with staff and administrators, in accordance with CCFC guidelines, in the preparation of issue papers, bill analyses, and special reports as requested by the Administrator to improve the School Readiness program and its implementation.

Perform and/or process a variety of administrative assignments as directed by the SRPO Administrator, including analytical support to other professional staff as needed in areas of program, personnel, budget, legislation, and technology according to CCFC guidelines in furtherance of the First 5 CCFC Strategic Plan.

As directed by the SRPO Administrator, Deputy Director for Program Management or the Deputy's designee, participate in and support other Program Management Division and CCFC activities in furtherance of the First 5 CCFC Strategic Plan.



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Assoc Govt'l Program Analyst	319-001-5393-900	PERMANENT	Full Time	R01

## KNOWLEDGE AND ABILITIES

*Knowledge of:* Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization; methods and techniques of effective conference leadership.

*Ability to:* Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

## REQUIRED QUALIFICATIONS

- Excellent computer skills using Word and Access database maintenance and report development
- Ability to communicate effectively
- Knowledge and experience in grant application review, monitoring, and administration
- Knowledge and experience in budgeting and accounting

## DESIRED QUALIFICATIONS

- SQL Server, PowerPoint, and Excel
- Familiarization with California Legislative process

## SPECIAL PERSONAL CHARACTERISTICS

- Ability to perform well under the pressure of time-sensitive, high priority projects
- Ability to take initiative, and work both independently and as a team member
- Ability to work with diverse constituencies including county, local, and state agencies and groups

## WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Think and reason in analyzing quantitative and qualitative information
- Function effectively under demanding and competing deadlines
- Willingness to travel by car, bus, train, or airplane as required for successful job performance
- Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience
- Understand and use written information that may be presented in a variety of formats, such as test, tables, lists, figures, diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis
- Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar and sentence and paragraph structure; and tailor written communication to the intended purpose and audience
- Occasionally bend, lift, and move file boxes, training materials and other items weighing up to 35 pounds in connection with duties (e.g., training sessions, School Readiness application review processes, organizing/filing, research and other resource materials)

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DGS JOB HOTLINE PHONE (916) 322-5990

CALIFORNIA RELAY SERVICE FROM TDD PHONES 1-800-735-2929